



COBURG CITY COUNCIL MONTHLY REPORTS

TOPIC: Citizen Inquiry Quarterly Report

Meeting Date: August 10, 2021

Staff Contact: Sammy Egbert, City Recorder

Contact: 541-682-7852, sammy.egbert@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

This is a quarterly report to City Council and is presented as information only on the Citizen Inquiry requests received.

Suggested Motion: Information only

CITY COUNCIL GOAL

Citizen Communication

BACKGROUND

City Council directed staff to provide a quarterly report on Citizen Inquires submitted to the City. The report attached is a summary of what was received and the current status.

This report covers all inquiries received April, May and June 2021. Additional information including staff responses and history on the inquiry are available if requested.

PROCESS for Inquires received by the City

- Inquiries are received at the front desk. Logged, numbered and routed to departments who may be responding.

- Department heads receive the Inquiry electronically with email directions below
 - Print a working copy for yourself.
 - Follow up with the person who made the inquiry by letter, email or phone calls letting them know what the City policy is and how the inquiry has been handled.
- N/A if Anonymous
 - On form under response summarize action and follow up. Attach all supporting documentation emails and summary of how handled and sign off as department head.
 - Forward to City Administrator to sign. City Administrator will review sign off and send to City Recorder to log, close and retain.

5/4/2021	Joe Mornea	Tree & Yard debri and onld fencing thown on his property	5/11/2021
5/25/2021	Rick Turtura	Trees Trim Stop Sign at Abby & W McKenzie	6/7/2021
5/25/2021	Anonymous	N. Skinner Consturction, Junk, Dog at large,	6/7/2021
5/20/2021	Ray Smith	Coleman St North of Maple- Pothole	6/7/2021
5/14/2021	Vee Silva	Tree Concerns -	6/7/2021
6/1/2021	Schuessler & Neighbors	Noxious Vegetation - Vintage (Myers) Property	7/1/2021
6/3/2021	Admin	Noxious Vegetation - 91070 Miller (Duplex)	6/23/2021
6/3/2021	Admin	Noxious Vegetation - 16-03-32-11-1700 & 1800,	6/23/2021
6/3/2021	Admin	Noxious Vegetation - 91166 N Willamette Street	7/6/2021
6/3/2021	Admin	Noxious Vegetation - 32720 E Pearl St	7/2/2021
6/3/2021	Admin	Noxious Vegetation - 91012 S Willamette	7/2/2021
6/3/2021	Shattuck	Noxious Vegetation - Delaney & Coleman Vacant Lot	6/23/2021
6/3/2021	Admin	Noxious Vegetation - 91030 S Miller	6/18/2021
6/3/2021	Admin	Noxious Vegetation - 91188 N Skinner St	6/24/2021
6/3/2021	Shanna Bunce	Alley by 91011 Full of blackberries	6/10/2021
6/7/2021	David Fendrich	Weeds and trash on Coburg Loop Path	6/8/2021

PURPOSE

The purpose is to provided accountability and consistency on following up with citizens questions and concerns.

BUDGET

Not Applicable

RECOMMENDATION

None

NEXT STEPS

Next quarterly report will be at the July 2021 Council Meeting.

ATTACHMENTS

None

REVIEWED THROUGH:

Anne Heath, City Administrator
